Ground Truth Solutions
Independent Consultant Terms of Reference: Vanuatu

Summary

GTS is looking for a local consultant to provide expert advice and work on parts of a project entitled ‘Communications Preparedness and Accountability for Disaster Response in the Fiji and Vanuatu’. Specifically, GTS is looking for a consultant in Vanuatu for the period May 2020-April 2021.

The main objective of the consultancy is to manage the process on the ground and to take the lead on project deliverables, working closely with the Communications and Community Engagement (CCE) Sub-Cluster and its National Coordinator who is based at the NDMO. The project falls under CDAC’s preparedness work, and this ToR sets out the main responsibilities of the consultant role.

All interested candidates should email their CV with a short cover email to GTS Project Lead: Kai Hopkins, kai@groundtruthsolutions.org. There is no closing date, and applicants will be considered on a rolling basis, however we are looking to fill the role as soon as possible.

Background

Ground Truth Solutions (GTS) is working with the Communicating with Disaster Affected Communities network (CDAC) and CARE Vanuatu in Vanuatu to help ensure that local emergency responders are able to factor community views into their humanitarian operations by being able to collect and analyse community feedback, and then translate it into real-time course corrections. The primary focus of the work is the NDMO, the Communications and Community Engagement (CCE) Sub-cluster and the humanitarian sector more broadly.

The project seeks to ensure that affected communities are meaningfully engaged throughout the humanitarian response phase. To that end, GTS is trying to ensure local actors have what they need in order to systematically listen to communities. This includes:

- Standardised community feedback content – and standard ways to collect that data. This is for both individual agencies, but also the CCE sub-cluster, including the NDMO.
- Guides and resources to support on the processes above, including Standard Operating Procedures which detail what to ask, when, how, and how to use and share findings.
- Training and support on the whole process, and individual aspects of it, for example data analysis.

In order to support this work, GTS is recruiting a local consultant to work closely with the Communications and Community Engagement (CCE) Sub-cluster and its National Coordinator:

- The consultant can be either an international or a national individual, but needs to be based in-country;
- Initially a 1-year contract with a possible additional year based on funding;
- An estimated 5-10 days a month, with a competitive day rate dependent on experience;
- Occasional national travel, fully paid for, with per diem rate included.

Purpose, scope, and responsibilities

Background information: Provide regional and contextual information to support the project team for example, on the humanitarian context, challenges, relevant research and current M&E practices being used etc.)

- Liaise with local actors to identify trends and provide contextual information
- Help support GTS to adapt their support in light of these contextual trends
- Advise on the status of both Covid-19 and TC Harold programming

Implementation: Support the ongoing implementation of the project and lead operations on the ground, working closely with the Communications and Community Engagement (CCE) Sub-Cluster and its National Coordinator

- Ensure overall oversight and quality of project implementation
- Collaborate with local actors, to align the GTS’ support to local needs
  - The objective is to create a sustainable approach so that local actors can continue to conduct quality community engagement after the lifetime of the project
- Contribute to the development of any training materials required, and where needed to help deliver those trainings
- Contribute to research and survey tools to be rolled out among local actors
- Help formulate recommendations for the CCE sub-cluster and member agencies on how to improve their feedback practices, and community engagement more broadly
- Produce context-specific guides and resources for local actors to implement
• Provide bespoke support to individual humanitarian agencies, the CCE sub-cluster and the NDMO to operationalise the tools and guides as required
• Represent GTS, and by extension the project as a whole, in relevant meetings and fora

Learning: Contribute to internal learning by summarising lessons learned and provide feedback/recommendations on experiences of working on this project

Key activities and deliverables

• Weekly check-in calls (with GTS, based in Europe)
• Monthly written summary reporting on work activities
• Regular meetings with the CCE Sub-Cluster’s National Coordinator and/or Technical Advisor.
• Attend relevant CCE sub-cluster meetings, other coordination meetings and strategic discussions with other project participants
• Train local actors, with technical support and advice from GTS
• Support local actors to implement training content as needed
• General support to key focal points within humanitarian agencies and the CCE sub-cluster, again with support from GTS, on the collection, analysis and use of community feedback data
• Advocate and drive the process forward on the ground
• Contribute to any reporting summarising lessons learned at the end of the year

Location

The GTS Consultant will need to be based in or near Port Vila, Vanuatu. We cannot accept applications from individuals who are based outside Vanuatu.